

Minutes of Land Use, Parks and Environment Committee
Tuesday, October 20, 2009

Chair Fritz Ruf called the meeting to order at 8:31 a.m. and led the Committee in the Pledge of Allegiance.

Committee Present: Supervisors Fritz Ruf (Chair), James Jeskewitz, Walter Kolb, Janel Brandtjen, (arrived at 8:34 a.m.), Gilbert Yerke, Ted Rolfs, Rob Hutton.

Also Present: Chief of Staff Mark Mader, Legislative Associate Karen Phillips, Parks System Manager Duane Grimm, Register of Deeds Jim Behrend, Senior Financial Analyst Bill Duckwitz, Enterprise Operations Manager Andrew Thelke, Business Manager Peter Mudek, Planning and Zoning Manager Dick Mace, Environmental Health Manager Steve Korthof, Parks and Land Use Director Dale Shaver.

Approve Minutes of September 15, 2009

MOTION: Yerke moved, second by Jeskewitz, to approve the minutes of September 20, 2009.
Motion carried: 6-0.

Brandtjen arrived at 8:34 a.m.

Executive Committee Report

Ruf reviewed the items discussed at the Executive Committee meeting of October 19, 2009. He stated that the Committee approved three ordinances and the appointment of Allison Bussler as the Director of Public Works.

Review and Discuss the 2010 Operating Budget for the Register of Deeds

Behrend was present to discuss the 2010 budget. He acknowledged Program Assistant Rob Dunn (not present) for his excellent work in putting the 2010 Budget together for the ROD. Behrend reviewed the Function/Program chart and provided an overview of the Register of Deeds Office in the areas of Administration, Tax Listing, Real Estate, Cashiering, Vital Statistics. Although only two positions are listed in Vital Statistics, other staff are cross-trained to assist in this area. It is a growing area and may show an increase to three positions in the future.

Total Revenues and Expenditures are proposed at \$1,855,017, down \$47,130 (-2.5%) from the 2009 Adopted Budget. This is mainly due to the downturn in the real estate market affecting real estate related revenue receipts. Behrend distributed a handout, *Annual Recorded Documents*, comparing the number of recorded documents for the years 1992-2009 and the projected number (109,000 documents) for 2010.

During review of the Position Summary, Behrend projected a drop in positions during the next several years due to efficiencies gained with the new land records system (Manatron conversion). Yerke requested clarification as to whether there are 25 positions or 24 and one unfunded. The position summary states there are 25 positions funded. (Duckwitz verified the number with DOA and confirmed that the Register of Deeds currently has 25 funded positions)

Behrend reviewed the departmental strategic outcomes and objectives for 2010 as well as the current and proposed Capital Projects. He continued with a review of the Program Descriptions and Highlights of Administrative Services, Real Estate, Cashiering, Tax Listing and Vital Statistics. He noted that e-recording will begin on November 16. Waukesha County is the last county in Southeastern Wisconsin to convert to e-recording, as shown on the handout (*Simplifile*) which he distributed.

MOTION: Kolb moved, second by Brandtjen, to tentatively approve the proposed 2010 Operating Budget for the Register of Deeds. Motion carried: 7-0.

Yerke again questioned the number of positions currently filled. Behrend stated there are 23 people employed, and expects that another position would be filled a year from now. Kolb supported keeping the positions open

and funded, to be used only if needed. Rolfs stated that in the interest of creating efficiencies, he does not support 2 positions funded and left open.

Motion carried: 7-0.

Discuss and Consider Ordinance 164-O-046: Amend The District Zoning Map Of The Town Of Merton Zoning Code By Rezoning Certain Lands Located In Part Of The NW 1/4 Of Section 15, T8N, R18E, Town Of Merton Waukesha County, Wisconsin, From The B-3 General Business District To The B-2 Local Business District (ZT-1691)

Mace stated the six parcels, located in the Town of Merton, contain a total of approximately 9.3 acres. The owner of one of the properties would like to build a second single family residence on his property. Residential use is not permitted in B-3 without an associated business use, but residential use is permitted in B-2. Rezoning to a B-2 Local Business District would allow residential uses without being associated or connected with an otherwise permitted business use. Land surrounding these properties include a cemetery to the west, the old North Lake Railroad corridor to the north, business uses to the east, and agricultural, open space and recreational uses to the south and directly across the street from these properties. Planning and Zoning division Staff recommend this request be approved.

MOTION: Jeskewitz moved, second by Rolfs, to approve Ordinance 164-O-046. Motion carried: 7-0.

Discuss and Consider Ordinance 164-O-047: Approve Land Use Permit To The Villas Of Maplewood Terrace Condominium Association To Construct, Operate, Repair And Maintain A Path Connection To The Bugline Trail

Grimm described the location of the Villas of Maplewood Terrace Condominiums in the Village of Sussex. The Village of Sussex is requesting the Association to put in this path connection to the Bugline Trail. It would be a 5 ft. wide asphalt path allowing access to the trail for pedestrian traffic. This permit would allow the Association access to the Bugline Trail. The Association would be charged a permit fee of \$106.00. The term of this permit is 12 years. After this term expires, this agreement is eligible for one additional renewal for a period of twelve years, upon approval of the Director of Parks and Land Use and the County Board, at the permit fee rate that is current at that time.

MOTION: Kolb moved, second by Rolfs, to approve Ordinance 164-O-046. Motion carried: 7-0.

Review and Discuss the 2010 Operating Budget for the Parks and Land Use Department

Shaver began with an overview of the challenges faced in developing the 2010 Operating Budget for the Department of Parks and Land Use. He discussed the projected cost to continue and the revenue shortfalls going into 2010, primarily in permitting and licensing in the development areas due to the economy.

Shaver reviewed the Financial Summary for the Parks and Land Use – All Funds. Revenues are budgeted at \$13,838,773, a decrease of 3.8% from the 2009 Adopted Budget. The County tax levy is budgeted at \$7,080,583, an increase of 2.5%. Expenditures are budgeted at \$20,139,213, an increase of 0.4%. The positions summary showed a reduction of 1.88 FTE positions for a total of 189.60 FTE. Shaver added that in the last 5 years, 8 positions have been unfunded, mainly due to attrition.

Shaver continued the Program Highlights, Strategic Outcomes and Performance Measures and Activity in the General Fund:

- Financial Summary including revenues, expenditures and positions
- Solid Waste Planning, Implementation and Education
- Agricultural Land & Water Conservation
- Urban Land & Water Conservation
- Planning

- Code Enforcement/Zoning
- Environmental Health
- Humane Animal
- Hazardous Material
- Licensing
- Septic/Well/Lab Programs
- Parks Programs
- General County Grounds Maintenance
- Retzer Nature Center – Mader noted a technical change in Activity - Class Attendance. The Budget Change number is incorrectly listed as 200; the correct number is 100 (Page 293)
- Museum – Shaver distributed a revised budget Page 294 and provided an explanation of the revision.
- Exposition Center
- Administrative Services – Shaver explained a minor technical amendment to Objective 2 on Page 296. The Public Works Committee asked to insert the word “employees” in the following phrase: “Agreement to cooperatively share public works and parks equipment and *employees* among co-signatory municipalities...” Under Program Highlights, the reference to the “City” of Waukesha is incorrect. The grant actually went to a coalition created by the City and County of Waukesha, the Water Conservation Coalition. The Coalition was designed to develop a strategy primarily for the City of Waukesha, and effectually would roll out to all of the other public water utilities.

Shaver continued with review of the Program Highlights, Strategic Outcomes and Performance Measures and Activity in the Land Information System Fund and the Walter J. Tarmann Fund. Shaver distributed a revision of Page 298 regarding the reduction in cost of the Orthophotography project. The footnote added explains that the cost of the project will decrease to \$250,000.

Shaver concluded with a review of the Program Highlights, Strategic Outcomes, Performance Measures and Activity in the Enterprise Funds:

- Golf Course Fund
- Ice Arenas Fund - Naga-Waukee and Eble Ice Arenas. Hutton questioned the viability of the Naga-Waukee Ice Arena and whether selling it would offset the financial obligation of the County at this point in time. Shaver said that issue was studied. If it was sold and the new business failed, the building would have no value to Waukesha County. Shaver explained with energy reductions and staff reductions, the facilities will operate at an even margin or even a slight profit.
- Materials Recycling Fund

MOTION: Yerke moved, second by Jeskewitz, to tentatively approve the 2010 Operating Budget for the Department of Parks and Land Use. Motion carried 7-0.

In the absence of objections, the meeting adjourned at 12:23 p.m.

Respectfully submitted,

Jim Jeskewitz,
Secretary